HIPAA
TRANSACTIONS
For Michigan Medicaid Providers

HIPAA Transaction Action Steps
What You Must Do Now

Determine How HIPAA Transactions Affect Your Office

❏ Is your vendor already HIPAA compliant or able to submit HIPAA compliant claims on your behalf? Go to the MDCH website's Approved Vendor Lists to find the most up-to-date lists from BCBSM, Medicare A and B and Michigan Medicaid.

❏ Go to www.michigan.gov/mdch (click on Providers, then HIPAA, then Implementation Materials and find the heading "Approved Vendor Lists")

❏ Is your software ready for HIPAA? According to the HIPAA law, providers are responsible for making sure their software will be compliant October 16, 2003.

❏ Consult with your vendors to assess which transactions you conduct on paper and electronically.

❏ Determine what you will need to do differently. For instance, under HIPAA, additional data may be required; or the data fields you use now may no longer be required.

❏ Document when and how your vendors and payers will be HIPAA compliant.

❏ Determine your payers HIPAA Transactions Status. Find out what they are doing to get ready.

❏ Determine what your payers expect you to do to successfully convert.

❏ Do your payers have a HIPAA companion guide that specifies coding and transaction requirements not specifically determined by HIPAA (while HIPAA mandates standard transactions, some health plans may not require data elements for every field).

❏ Do your payers have billing instructions to code for services previously billed using local codes (local codes will be eliminated).

❏ If you use software or systems provided by a health plan or payer (such as on-line direct data entry) to conduct transactions, determine whether they intend to continue support of these systems.

If You Haven't Started Testing, Begin Testing NOW!

❏ You (or your vendors) should have already tested your internal software and computer systems. Testing ensures that your software is capable of sending and receiving electronic transactions in the HIPAA format.

❏ If you submit your own claims begin testing sample claims now with all your payers.

❏ If you partner with a vendor, check to see if they are on the approved vendor lists. If they are not, request to see your test claim results from all your payers.

❏ Test your updated software with your payers to make sure that they will be able to receive your claims.

Complete Your Trading Partner Agreements (TPA)

❏ Complete your TPA to BCBSM. If you are a BCBSM customer, you received a letter with a unique user I.D. and password. Follow the instructions in the letter to use the online process. If you have lost your letter from BCBSM or are having difficulty filling out their TPA, call the BCBSM help line at 248-486-2292 (press 2).

❏ If you are a Medicaid customer, you will soon receive a letter with a unique user I.D. and password. Follow the instructions in the letter to use the online process. Then complete your Medicaid TPA. New providers will fill out one form to enroll and execute their TPA. Current customers will need to update their information. All providers will select the location they choose to have all Medicaid correspondence sent.

❏ Ask your other payers if they have "Trading Partner Agreements" that specify transmission methods, volumes, and timelines as well as coding and transaction requirements not specifically determined by HIPAA. These TPAs may also specify HIPAA compliance testing and the certification process.

If You Submit Paper Claims Convert to Electronic Billing

❏ Review the Approved Vendor Lists on the MDCH website for potential partners. Go to www.michigan.gov/mdch (click on Providers, then HIPAA, then Implementation Materials and find the heading "Approved Vendor Lists"). Conduct your own due diligence and choose the vendor that best fits your practice.

Convert to the HIPAA Standards by October 16, 2003

❏ You must be able to conduct HIPAA compliant electronic transactions with your health plans and payers to avoid cash flow interruption. According to the law, if your claims are not compliant your payers cannot accept them. If they are not accepted they cannot be paid.

*Many Action Steps courtesy of CMS (Centers for Medicare & Medicaid)